

This job aid provides step-by-step instructions for placing a facility in holdover status. Holdover status occurs when your agency plans to continue leasing a facility and the lease contract expires before a renewal can be negotiated.

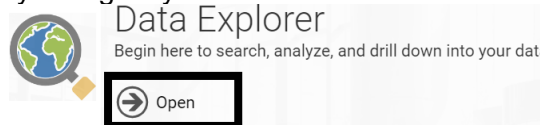
- ✓ The Holdover Status field is located in the lease contract and receivable contract tables.
- ✓ Users can update the Holdover Status field by launching the Lease Review or Receivable Review wizard. These fields cannot be manually edited outside of the wizard.
- ✓ For long-term leases with no end date (e.g., with the federal government), enter a lease and payment end date 10 years out from when the system is being updated.
- ✓ For indefinite month-to-month lease instructions, refer to the [Month-to-Month Leases](#) job aid.

Lease Contract.....	1
Receivable Lease Contract.....	2

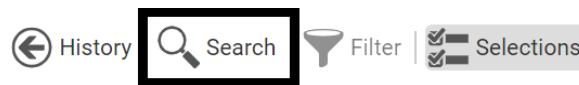
Lease Contract

Use the search option to navigate to your agency.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

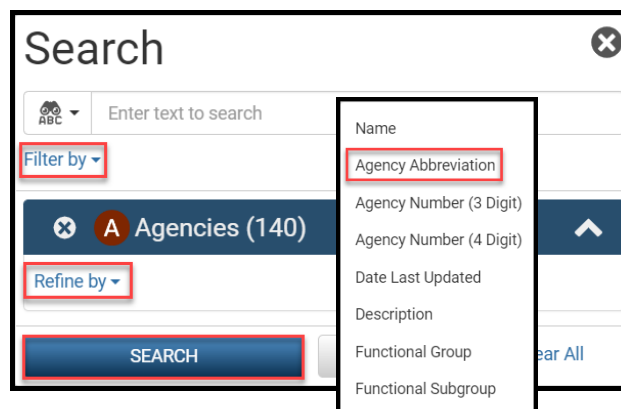
4. Select: Agency.

5. Select: Refine by.

6. Select: Agency Abbreviation.

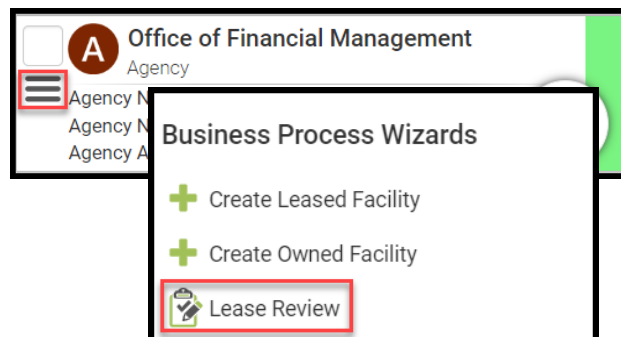
7. Select: Your agency abbreviation from dropdown.

8. Select: Search.



9. Select: Menu.

10. Select: Lease Review.



11. Select: Details button next to applicable lease contract.

Facility Lease Contracts

Search Lease Numbers
Enter Search Text

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
A01121 OFM	A01121 OFM	01/02/2017	09/09/9999	
DEL 13-0007 LA2	DEL 13-0007 LA2	07/01/2021	06/30/2023	
SRL 18-0118	SRL 18-0118	12/01/2018	11/30/2023	
SRL 20-0044	SRL 20-0044	11/01/2020	10/31/2025	
SRL 21-0121	SRL 21-0121	01/01/2022	12/31/2023	
Test Lease	123XYZABC	10/01/2022	10/01/2023	

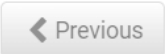
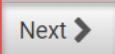

12. Input: Holdover Status.
→ Select “yes.”

Note: Do not update the original lease end date.

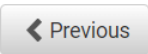



Holdover Status

Yes


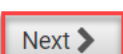

13. Select: Next (three times).



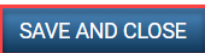

14. Select: Save Changes.

15. Select: Next (three times).


16. Select: Save And Close.







Receivable Lease Contract


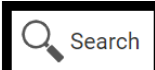

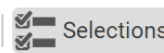
Use the search option to navigate to your agency.

1. Select: Open.

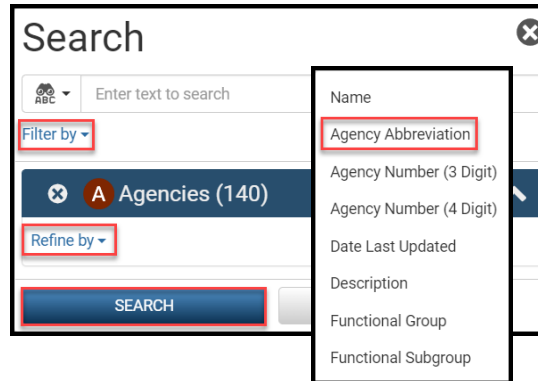
 **Data Explorer**
Begin here to search, analyze, and drill down into your data



2. Select: Search.

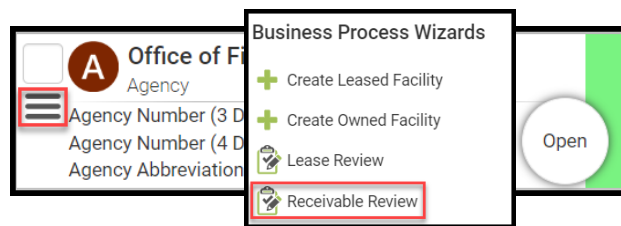





3. **Select:** Filter by.
4. **Select:** Agency.
5. **Select:** Refine by.
6. **Select:** Agency Abbreviation.
7. **Select:** Your agency abbreviation from dropdown.
8. **Select:** Search.



The screenshot shows a 'Search' window with a search bar and a dropdown menu. The dropdown menu is open, showing a list of search criteria. The 'Filter by' dropdown is selected, and the 'Agency Abbreviation' option is highlighted in the list. The 'SEARCH' button is also visible at the bottom of the search bar.

9. **Select:** Menu.
10. **Select:** Receivable Review.




The screenshot shows the 'Business Process Wizards' menu. The 'Receivable Review' option is highlighted in the list. The 'Open' button is also visible on the right side of the menu.

17. **Select:** Details button next to applicable receivable contract.

Facility Receivable Contracts

Search Receivable Contract Numbers

Enter Search Text

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
SSL 20-0044	SSL 20-044	11/01/2020	10/31/2025	

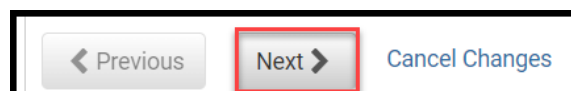
18. **Input:** Holdover Status.
→ Select "yes."



The screenshot shows a 'Holdover Status' dropdown menu. The 'Yes' option is selected.


Note: Do not update the original receivable lease contract end date.

19. **Select:** Next (three times).



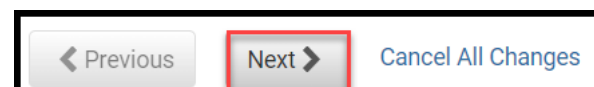
The screenshot shows a navigation bar with three buttons: 'Previous', 'Next', and 'Cancel Changes'. The 'Next' button is highlighted with a red box.

20. **Select:** Save Changes.



The screenshot shows a navigation bar with four buttons: 'Previous', 'Next', 'SAVE CHANGES', and 'Cancel Changes'. The 'SAVE CHANGES' button is highlighted with a red box.

21. **Select:** Next (three times).



The screenshot shows a navigation bar with three buttons: 'Previous', 'Next', and 'Cancel All Changes'. The 'Next' button is highlighted with a red box.

22. **Select:** Save And Close.



The screenshot shows a navigation bar with four buttons: 'Previous', 'Next', 'SAVE AND CLOSE', and 'Cancel All Changes'. The 'SAVE AND CLOSE' button is highlighted with a red box.